

THE RENEWABLE RESOURCE PRIVATE LOAN PROGRAM



APPLICATION GUIDELINES AND FORMS



MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION

1625 ELEVENTH AVENUE PO BOX 201601 HELENA MT 59620-1601 PHONE 444-6668

MONTANA RENEWABLE RESOURCE PROGRAM

APPLICATION GUIDELINES and FORMS

This booklet assists individuals, partnerships, associations and corporations in applying for loans under Montana's Renewable Resource Program. It describes eligible loan applicants, funding limits, eligible projects and activities, loan approval and funding procedures, and applicant responsibilities. The booklet includes application forms.

If you have any questions write or call:

Department of Natural Resources
and Conservation
Resource Development Bureau
1625 Eleventh Avenue
PO Box 201601
Helena, MT 59620-1601
(406) 444-6668

Applications may be submitted to the department at any time

DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

RENEWABLE RESOURCE PRIVATE LOAN PROGRAM

The Renewable Resource Private Loan Program was established by the Montana Legislature in 1981 and is administered by the Montana Department of Natural Resources and Conservation (DNRC). It promotes the beneficial use of water, and allows Montanans to achieve full use of the state's water by providing financing for water development projects and activities.

ELIGIBLE APPLICANTS

Individuals, partnerships, associations and corporations are eligible for Renewable Resource Private Loans.

ELIGIBLE PROJECTS

All projects must be water related and must conserve, distribute, develop, store, and use water for beneficial uses. Also eligible are activities that protect and enhance water resources by promoting efficient use, management and protection of water.

Examples of eligible projects include converting from flood to sprinkler irrigation, rehabilitating irrigation systems, building or repairing irrigation dams, lining and consolidating ditches, automating irrigation systems, and developing rural water supplies.

Preliminary planning must be complete before construction funds are requested. The Natural Resource Conservation Service (NRCS), irrigation supply companies, or private professional engineers usually provide the preliminary planning work. Costs for final design planning and construction supervision by a professional engineer may be included in a construction proposal.

LOAN LIMITS

Private loans may not exceed \$400,000, and are funded from sale proceeds of general obligation bonds. Loan interest rates will be the same rate as that of the state bond. Repayment periods may not exceed 30 years, and are limited to the life of the project. Repayments on the loan are generally in annual installments.

APPLICATION AND APPROVAL PROCESS

Loan applications are accepted by DNRC at any time. The Resource Development Bureau reviews the applications for completeness. You will be notified if application forms and required documentation are not complete, and you will be given a specific time to complete the requirements. Applications are then evaluated to determine if they are technically and financially feasible. During this process, you may be required to submit additional documentation. Other state and federal agencies may be consulted to complete these evaluations. A staff recommendation is then submitted to DNRC's director who makes the final decision on project funding.

FUNDING SCHEDULES

State bond sales to finance the loans are generally phased with the construction season, so money will be available in time to meet project schedules. Successful applicants will be notified of the proposed state bond sale and the anticipated interest rate prior to each sale. If you need other funds in addition to DNRC funding, funding commitments must be made before DNRC loan documents will be signed. Dispersal can be on a schedule compatible with project construction. You may request DNRC to commit to providing long-term funding so that you can obtain interim financing elsewhere if your construction schedule precedes loan availability. DNRC approval of interim financing is based on its acceptance of the technical and economic feasibility of the project.

APPLICANT RESPONSIBILITIES

Detailed scopes of work and budgets are included in all agreements, and must be approved by DNRC before you start work on the project. **EXPENSES YOU INCUR BEFORE THE LOAN IS APPROVED WILL NOT BE REIMBURSED.**

DNRC must approve procedures for contracting for professional services. All state laws on contracting and bid procedures for construction projects must be followed, and you must also keep accurate financial records and documentation for audits. DNRC can provide information about these requirements. DNRC staff must be permitted to monitor performance and visit the project site.

Narrative progress reports and financial reports may be required. A final report is required when the project is complete. You may also be required to submit annual financial reports during the life of the loan.

SECURITY

By statute, all loans must be secured by a lien on Real Estate. The lien is generally in the form of a Mortgage. Title Insurance and recording fees are the responsibility of the applicant. Liens on equipment may be considered, but a lien on real estate provides the primary security for these loans. Statute also requires that the security for the loan exceed 125% of the loan amount. By practice DNRC seeks security of at least 150% of the loan amount.

**Please include a non-refundable
\$150 application fee.**

PRIVATE LOAN APPLICATION CHECKLIST

- 1. Application Fee \$150.00 (Make checks payable to DNRC)
- 2. Application Summary
- 3. Technical Documentation
 - a. Statistical or technical reports on natural resource features of the project site
 - b. Narrative reports on the natural resource features of the project
 - c. Engineering design reports
 - d. Maps
 - e. Property records and permits
 - f. Water right permits
- 4. Financial Documentation
 - a. Construction budget (with accompanying cost estimates)
 - b. Statement of financial condition
 - c. Profit or loss statement
 - d. Documentation for income sources
 - e. Three-year projected operating budget for the project
 - f. Description of loan collateral
 - g. Abstract of title or other evidence of ownership
 - h. Other funding commitments or status documentation
- 5. Representative Pictures of the Project and/or Problem

One copy of your application and supporting documents should be mailed to:

**Department of Natural Resources and Conservation
Resource Development Bureau
1625 Eleventh Avenue
P.O. Box 201601
Helena, MT 59620-1601**

Inquiries may be mailed to DNRC, or call (406) 444-6668.

Department of Natural Resources and Conservation
Renewable Resource Private Loan Program

PRIVATE LOAN APPLICATION SUMMARY

I. APPLICANT INFORMATION

A. Applicant Name _____

B. Mailing Address _____

C. City, State, Zip _____

D. Telephone Number(s) _____

E. Contact Person _____

1. Address if different from Applicant _____

2. Telephone _____

F. This loan is requested by a(n): (Check one)

___ Individual

___ Non-project corporation*

___ Corporation for profit*

___ Partnership**

___ Other (Specify)

II. PROJECT INFORMATION

A. Brief Project Description _____

B. How long will it take to complete your project or activity? _____

C. When do you plan to begin your project or activity?

month/year

* Corporation applicants must submit corporation information as follows: Articles of Incorporation, Corporation By-laws, and complete page 6 of this application.

** Partnership applicants must submit a Partnership Agreement.

Department of Natural Resources and Conservation Renewable Resource Private Loan Program

TECHNICAL NARRATIVE INSTRUCTION SHEET

At a minimum, the technical narrative should include the following:

Checklist

- ___ 1. A clear statement of the purpose of the project and the specific objectives to be accomplished.
- ___ 2. A thorough description of the project that shows how the project will accomplish the objectives.
- ___ 3. A discussion of the history of the project or problem addressed by the project, and all work previously conducted.
- ___ 4. A description of the technical alternatives and the reason the proposed alternative was selected.
- ___ 5. A schedule (preferably in chart form) for completing the project.
- ___ 6. A discussion of the effects, positive or negative, the project will have on water quantity and quality, soils, vegetation, wildlife and other natural resources.
- ___ 7. A description of the final project results, how they will be used and by whom.

Instructions for Documentation

You are urged to submit as much relevant, sound documentation about the project as you have.

A. Include a topographic map or aerial photo that locates the project or activity by sections, townships and ranges. Identify all proposed construction sites, sources of water, points of water diversion, places of water use and water conveyance structures. Title all maps, and include a scale and a north arrow.

B. Include verification of deeds, easements, or right-of-way agreements that will be required to complete your project, or describe property agreements that will be needed to begin the project. Water right certificates, proof-of-use rights or acknowledgment of water right claims should also be included. Some construction projects may require other permits. Prepare a list of permits you have obtained, or must obtain to complete the project. Estimate of any water savings (in acre feet).

The Montana Water Use Act states that an appropriator may not change a water right without prior approval from the Montana, Department of Natural Resources and Conservation (DNRC). Authorization is required for modification to: the Place of Use (POU); the Point of Diversion (POD); the Purpose of Use; or the Place of Storage. Authorization from DNRC to change a water right is not needed for changing the method of irrigation (e.g., flood to sprinkler), as long as none of the elements listed above are changed.

If the answer to any of the following questions is “yes”, the landowner likely needs authorization from DNRC to change the water right. Consult your local DNRC Water Resources **Regional** Office for the further information.

Check Box Below:

- Yes No Does the area to be irrigated (POU) by the proposed system extend beyond the irrigated area designated in the water right(s) or outside the area historically irrigated with the water right(s) involved?
- Yes No Do the proposed changes to the irrigation or water system require a modification of the point of diversion designated for the water right(s)?
- Yes No Do the proposed changes require a modification of the purpose designated for the water right(s) involved (i.e., a change from Irrigation to Fish & Wildlife)?
- Yes No Do the proposed changes to the Irrigation or water system require a modification to or addition of a place of storage?

Water Resources Regional Office

Billings Regional Office

Airport Industrial Park, 1371 Rimtop Drive, Billings, Montana 59105-1978

Phone: 406/247-4415, Fax: 406/247-441

SERVING: Big Horn, Carbon, Carter, Custer, Fallon, Powder River, Prairie, Rosebud, Stillwater, Sweet Grass, Treasure, Yellowstone

Bozeman Regional Office

2273 Boot Hill Court, Suite 110, Bozeman, Montana 59715

Phone: 406/586-3136, Fax: 406/587-9726

SERVING: Gallatin, Madison, Park

Glasgow Regional Office

222 Sixth Street South, P.O. Box 1269, Glasgow, Montana 59230-1269

Phone: 406/228-2561, Fax: 406/228-8706

SERVING: Daniels, Dawson, Garfield, McCone, Phillips, Richland, Roosevelt, Sheridan, Valley, Wibaux

Havre Regional Office

210 Sixth Avenue, P.O. Box 1828, Havre, Montana 59501-1828

Phone: 406/265-5516, Fax: 406/265-2225

SERVING: Blaine, Chouteau, Glacier, Hill, Liberty, Pondera, Teton, Toole

Helena Regional Office

1424 Ninth Avenue, P.O. Box 201601, Helena, Montana 59620-1601

Phone: 406/444-6999, Fax: 406/444-9317

SERVING: Beaverhead, Broadwater, Deerlodge, Jefferson, Lewis and Clark, Powell, Silverbow

Kalispell Regional Office

109 Cooperative Way, Suite 110, Kalispell, Montana 59901-2387

Phone: 406/752-2288, Fax: 406/752-2843

SERVING: Flathead, Lake, Lincoln, Sanders

Lewistown Regional Office

613 NE Main, Suite E, Lewistown, Montana 59457-2020

Phone: 406/538-7459, Fax: 538-7089

SERVING: Cascade, Fergus, Golden Valley, Judith Basin, Meagher, Musselshell, Petroleum, Wheatland

Missoula Regional Office

1610 South Third Street West, Suite 103, P.O. Box 5004, Missoula, Montana 59806-5004

Phone: 406/721-4284, Fax: 542-1496

SERVING: Granite, Mineral, Missoula, Ravalli

TECHNICAL NARRATIVE
(Use additional pages as needed)

Applicant: _____

Project Title: _____

Department of Natural Resources and Conservation
Renewable Resource Private Loan Program

ENVIRONMENTAL CHECKLIST

POTENTIAL IMPACTS ON ENVIRONMENT
(check appropriate column – state whether adverse or beneficial)

	Major	Moderate	Minor	None	Unknown	Comments
1. Water: quality, quantity, distribution						
2. Terrestrial, avian & aquatic: species & habitats						
3. Unique, endangered, fragile or limited environmental resources						
4. Demands on resources of land, water & air						
5. Historical & archaeological sites						
6. Human health & safety						
7. Community & personal income						
8. Employment: quantity & distribution						
9. Recreation & wilderness						
10. Demands for energy						

List any groups or agencies contacted: _____

Comments: _____

1. Does the project deal solely with the rehabilitation of facilities? Yes_____ No_____

2. Will the project divert water from a blue ribbon stream or similarly important fishery?

Yes_____ No_____ If yes, where _____

3. Will the proposed project or activity take place on or near:

a. bald eagle nesting sites

Yes____ No____ If yes, where_____

b. Important riparian or wetland areas

Yes____ No____ If yes, where_____

4. Use /presence of hazardous materials on the proposed project site:

a. Has the project site been used as a landfill, dump, or disposal site at any time?

Yes____ No____

b. Is there any evidence of hazardous materials, excluding typical application of agricultural chemicals, on the project site? Yes____ No____

c. Is the project site in compliance with the Montana Underground Storage Tank Rules for Tank Management & Operation? Yes____ No____

5. Is there any other information about the environmental or social impact of the project that should be taken into consideration? Yes____ No____

Comments: _____

Department of Natural Resources and Conservation Renewable Resource Private Loan Program

FINANCIAL NARRATIVE AND BUDGET FORM INSTRUCTION SHEET

COMPLETE THE FOLLOWING FINANCIAL NARRATIVE AND BUDGET FORMS

I. Instructions for the Financial Feasibility Narrative

A. Demonstrate that the project or activity can be done within the proposed budget. Provide a general discussion of the spending plan. Include the source of all cost estimates.

B. Demonstrate that you are able to repay the loan. The financial statements, profit and loss statements and projected operating budget for the project establish your loan repayment capability. For associations or applicants representing rural water systems, you must complete the application supplement.

C. Identify all funding sources for your project. State how much money you will provide. Fully describe your borrowing plans.

D. Include any other information that would be helpful in assessing your financial commitment to completing the project.

II. Instructions for Budget

A. Use the budget forms provided. Budgets should estimate costs as completely and accurately as possible. The forms include major expense categories. Amend the budget forms as needed to fit your particular project. Construction projects may include a contingency expense of 10 percent of construction costs to cover unexpected expenses.

B. Complete the Financial Statement. It provides the basic statistics about your assets and debts (a copy of a current Financial Statement that has been prepared for another financial Institution may be substituted if it includes all requested information).

C. Include copies of cover letters for funding applications to other agencies, and letters of inquiry and responses.

FINANCIAL FEASIBILITY NARRATIVE

(Use additional pages as needed)

Applicant: _____

Project Title: _____

Department of Natural Resources and Conservation Renewable Resource Private Loan Program

FINANCIAL INFORMATION

- Are there any lawsuits, judgments, obligations pending for or against you? YES___ NO___
- Have you ever declared bankruptcy? YES___ NO___
- Have required income tax returns not been filed? YES___ NO___
- Are any of your tax returns under dispute? YES___ NO___
- Any unpaid deficiencies? YES___ NO___
- Are you a party to a lawsuit? YES___ NO___
- Are you a co-signer, co-maker or guarantor on any other obligations? YES___ NO___
- Does anyone else own an interest in the property listed? YES___ NO___
- Do you have any other contingent liabilities? YES___ NO___

Explain all **YES** answers _____

I (We), the undersigned, have provided this financial statement as part of my (our) application for a loan from the Resource Development Bureau of the Department of Natural Resources and Conservation. I (We) certify that the statement is complete and accurate to the best of my (our) knowledge and I (we) authorize DNRC to certify any condition of debt described above.

Name	Social Security No.	Signature	Date
Name	Social Security No.	Signature	Date
Name	Social Security No.	Signature	Date

SUPPORTING SCHEDULES

- | | |
|--|--|
| 1. Name of Spouse _____
2. Ages of Children at home _____
3. Insurance on Crops \$ _____
4. Insurance on Buildings (Fire, Ext. Cov.) \$ _____ | 5. Insurance on Machinery, Equipment & Livestock \$ _____
6. Your Age _____ Physical Condition _____
7. Do you carry health, accident or hospital insurance? Yes__ No__
8. Liability Insurance Coverage \$ _____
9. List Contingent Liabilities (Incl. CCC Commodity Loans): _____ |
|--|--|

SCHEDULE A - Bonds and Securities (in your name)				SCHEDULE B - Accounts and Notes Receivable			
No. of Shares or Par Value Bonds	Description	Cost	Market Value	Acct (A) Note (N)	Due From or Payer	Date Due	Amount Due
TOTAL				TOTAL			

SCHEDULE C - Feed and Seed Held for Farm Use - Harvested Crops Held for Sale - and Cash Invested in Growing Crops									
Kind	Market Price Per Unit	Feed and Seed Held for Farm Use		Harvested Crops Held for Sale		Cash Invested in Growing Crops			
		Bu.Tons	Value	Bu.Tons	Value	Acres Owned	Acres Rented	Nature of Investment	Amount
TOTAL		TOTAL		TOTAL		TOTAL			

SCHEDULE D - Life Insurance (include credit life)				Policy Loans		
Insurance Company	Beneficiary	Face Value	Cash Value	Amount Borrowed	Due	From Whom

Department of Natural Resources and Conservation
Renewable Resource Private Loan Program

CONSTRUCTION BUDGET

I. PROJECT COSTS

A. Equipment \$ _____
B. Materials \$ _____
C. Other \$ _____
D. Contingency - 10% or less of Project Cost (optional) \$ _____

SUBTOTAL \$ _____

Administrative Fee* \$ _____

**Administrative fee of subtotal 3.34%, on non-SRF bonds. SRF bonds have no Admin. Fee.*

TOTAL PROJECT COSTS \$ _____

III. PROJECT FUNDING

A. Loan Request--DNRC* \$ _____
B. Federal Funding \$ _____
C. Applicant Contribution \$ _____
D. Other \$ _____

TOTAL PROJECT FUNDING \$ _____

(Total funding must equal total cost)

***Loans cannot exceed \$400,000.**

If you anticipate beginning construction following approval but before state bond funds are available, you may want to obtain interim financing.

Department of Natural Resources and Conservation Renewable Resource Private Loan Program

Name: _____

Real Estate Offered as Security					
	OWNED - Title Held By:	Description; Township, Range, Section	Acres	Value per Acre	Statement Value
A				\$	\$
B				\$	\$
C				\$	\$
D				\$	\$
E				\$	\$
TOTAL				\$	\$

(Present Market Value of Above Real Estate is Estimated at \$ _____, based on: _____).

Real Estate Mortgage or Contract on Real Estate Offered as Security					
	Date Originated	Current Payment	Total Balance Due	Repayment Terms	Holder
A		\$	\$		
B		\$	\$		
C		\$	\$		
D		\$	\$		
E		\$	\$		
TOTAL		\$	\$		

Attach a map on which all real property offered as security is clearly identified and located according to its legal description (real estate used as security must have access from a public road).

Do you lease any of your property that is offered as security? Yes_____ No_____

If so, give your tenant's name, address and conditions of the lease: _____

Is any of the real or personal property offered as collateral on this loan affected by probate or other estate proceedings? No_____ Yes_____ (If yes, explain):

_____ \$ _____

_____ \$ _____

NOTE: Security must be 150% of the loan amount.

Department of Natural Resources and Conservation Renewable Resource Private Loan Program

PROFIT OR LOSS STATEMENT

Name: _____ Date: _____

Show your overall financial condition for the past two (2) years and an estimate for the current year.

INCOME SOURCES	YEAR		
	20__	20__	ESTIMATE 20__
Barley	\$	\$	\$
Wheat	\$	\$	\$
Steer Calves	\$	\$	\$
Heifer Calves	\$	\$	\$
Yearlings	\$	\$	\$
Cull Cows	\$	\$	\$
Cull Bulls	\$	\$	\$
CRP	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
TOTAL GROSS INCOME	\$	\$	\$

OPERATING EXPENSES	YEAR		
	20__	20__	ESTIMATE 20__
Salaries and Employees Benefits	\$	\$	\$
Rent/Leases	\$	\$	\$
Repairs and Maintenance	\$	\$	\$
Feed and Seed	\$	\$	\$
Supplies	\$	\$	\$
Veterinary and Medicine	\$	\$	\$
Gas and Oil	\$	\$	\$
Taxes	\$	\$	\$
Interest Expenditures	\$	\$	\$
Trucking	\$	\$	\$
Living Expenses	\$	\$	\$
Debt Payment	\$	\$	\$
Capital Expenditures	\$	\$	\$
Other (itemize)	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
TOTAL OPERATING EXPENSES	\$	\$	\$
	\$	\$	\$
NET PROFIT (OR LOSS)	\$	\$	\$

Department of Natural Resources and Conservation Renewable Resource Private Loan Program

THREE-YEAR PROJECTION FOR THIS PROJECT

Name: _____

Loan repayment period and estimated interest rate used to compute interest and principal on DNRC loan: 15 years maximum or the life of project, whichever is less, at 3.61 or 3.30 percent per year.

PROJECTED INCOME			
INCOME SOURCES	YEAR		
	20__	20__	20__
Increased/Saved Crop Production	\$	\$	\$
Increased Livestock Production	\$	\$	\$
Other Project Income	\$	\$	\$
	\$	\$	\$
TOTAL PROJECTED INCOME	\$	\$	\$

PROJECTED EXPENSES			
OPERATING EXPENSES	YEAR		
	20__	20__	20__
Rent/Leases	\$	\$	\$
Water	\$	\$	\$
Repairs and Maintenance	\$	\$	\$
Feed and Seed	\$	\$	\$
Fertilizer/Chemicals	\$	\$	\$
Gas and Oil	\$	\$	\$
Auto/Freight/Trucking	\$	\$	\$
Insurance	\$	\$	\$
Utilities (Gas, Water, and Electricity)	\$	\$	\$
Other (itemize)	\$	\$	\$
	\$	\$	\$
TOTAL PROJECTED OPERATING EXPENSES	\$	\$	\$

OTHER PROJECTED EXPENSES			
OTHER PROJECTED EXPENSES	YEAR		
	20__	20__	20__
DNRC Payment	\$	\$	\$
DNRC Payment (other)	\$	\$	\$
Other (itemize)	\$	\$	\$
	\$	\$	\$
TOTAL PROJECTED EXPENSES	\$	\$	\$
PROJECT NET INCOME (OR LOSS)	\$	\$	\$

Comments: _____

